

Swindon Borough Council

Application for Outside of Normal Age Group Admission

This application form should be used if you wish to apply for a school **within Swindon** only. If you wish to apply for a school in another Local Authority area, you should contact the Local Authority where the school is situated to find out how to apply.

The application should be returned by email to schooladmissions@swindon.gov.uk

Please note that the Local Authority process application form in process periods. Please visit https://www.swindon.gov.uk/info/20071/school_places_and_admissions/422/moving_or_changing_to_a_school_in_swindon to see the dates for the process periods and when you need to submit your application by, and when you will be notified of the outcome. Please note that we will not be able to update you on your application before the given offer date.

Section 1: Child's Details

Please enter the child's legal name as it appears on their birth certificate (or adoption certificate) unless their name has been changed legally.

The address at which the child lives must be the address where the child resides for most of the week with their parent or carer. Where a child has a joint address, the address where the child benefit and/or child tax credit is paid will be taken as the child's address.

Where the child's most recent school was not in the UK, then a copy of the child's passport must be provided alongside this application form.

Legal Forename (s)		Legal Surname	
Date of Birth		Gender	
Current Home Address			

I can confirm that the child is a resident in the United Kingdom:	Yes	No
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Current School/Most recent School attended	
Address of the School	
Date Left / Intending to Leave	

Has the child previously been looked after or is currently looked after? (If the child is currently looked after, has previously been looked after or is subject to a residence or special guardianship order, please provide information and a copy of any relevant order.)	
If Yes, in which Local Authority?	
Date the child became looked after:	

Is the child known to Social Services?	
If Yes, name of the Social Worker:	
Contact Details for the Social Worker:	

Does the child have a Statement of Special Educational Needs or Education Health and Care Plan or is undergoing statutory assessment?	
If the child has an Education Health and Care Plan (EHCP), please do not continue with your application . Please contact the SEND Service (SENDSERVICE@swindon.gov.uk) who can advise you of the process to follow.	
If the child is under assessment, you should continue with this application and provide details below:	

Section 2: Applicant Details

This is the details of the individual applying for the child.					
Title		Forename		Surname	
Relationship to Child					
Home Address					
Contact Number					
Email Address					
I confirm I have parental responsibility for the child (If you do not have parental responsibility you may not apply for a school place)		Yes		No	
Are all parties with Parental responsibility for the child in agreement with the application?		Yes		No	
If Yes, please name the other individual					
If No, please provide us with further details:					
Is there a court order in relation to the parental responsibility of the child?		Yes		No	
If Yes, please provide us with further details:					

Are you a member of the Armed Forces / Returning Crown Servant? (please provide an official letter that declares a relocation date and a Unit postal address or quartering area address along with this application)	Yes	No
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Section 3: About Your Application

If you are moving house, please give the new address where the child will be resident.

In order for any new address to be taken into account when considering your application, **you must provide proof of move**. If you are not able to provide evidence with your application, this should be forwarded by email as soon as possible. This may affect your position on a waiting list. If proof is not provided, the address held on file will be used, if you are new to Swindon and proof of address cannot be provided, your application will be considered in your out of area address if you have provided one, if you have not, your application will not be considered until we receive the necessary documentation.

If we are unable to allocate one of your preferences and your child does not attend a Swindon School we cannot determine an alternative offer without the proof of a Swindon address in one of the forms listed below.

Future Home Address	
Date of Intended Move	
Evidence Provided <i>Evidence can be provided in one of the following ways: Exchange of Contracts, Tenancy Agreement, Utility bill (less than 3 months old) or a Council Tax Bill (less than 3 months old)</i>	Yes No

Section 4: School Preferences

Please indicate which school(s) you would like your child to attend in order of priority. You should include only schools within **Swindon**.

If you have already applied for a school place for your child during this academic year, and you make another application, your most recent application will replace your previous application including waiting list preferences.

Please note if you are applying for a place at **Swindon Academy** from Reception through to Year 6, there are two sites that these year groups are taught at; Beech Avenue and Alton Close.

When applying please state your preferred site, however the school cannot guarantee which site you will be allocated as this will be subject to availability. Please contact Swindon Academy if you wish to discuss this further.

Please note, we do not process InYear Transfers for the below schools:

St Joseph's Catholic College, Holy Family Catholic Primary School, Holy Cross Catholic Primary School. Holy Rood Catholic Primary School. St Catherine's Catholic Primary School, St Marys Catholic Primary School or Abbey Farm Educate Together Primary School.

Please contact the school's directly for their application form and process.

Does the child have any siblings living in the same address attending the school you are applying for?	
Name of Sibling	
Date of Birth of Sibling	
School Attending	

Section 5: Declaration

I confirm that I have read and understood the **Guide to School Admissions**. The guide can be found at www.swindon.gov.uk

I am aware of the closing dates of the in-year admissions rounds for making my InYear application for a Swindon School. Missing the deadline could affect my chances of getting a place at one of my preferred schools. The in-year calendar of dates is available at: https://www.swindon.gov.uk/info/20071/school_places_and_admissions/422/moving_or_changing_to_a_school_in_swindon

I understand that I can express up to 3 preferences in ranked order for schools within Swindon Borough with the opportunity to express reasons for my particular preferences. I understand that it is my responsibility to check if a supplementary form is required.

I understand that the School Admission Authorities reserve the right to check the information given on this form. Any offer of a place will be on the basis that the information is accurate. I confirm that the information is correct and that providing false, misleading or fraudulent information may result in a place being withdrawn.

Personal information contained in this form is subject to the Data Protection Act 2018. Data may be exchanged with other local authorities and central government where necessary as part of the admission process. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided as part of this application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

The council has produced privacy notices for its services detailing how we will handle your data, more information can be found on the https://www.swindon.gov.uk/directory_record/23132/swindon_school_admissions_privacy_notice page.

Declaration: *I confirm that the above information is correct and that **all** parties with parental responsibility are in agreement with this application.*

Signed (applicant):

Date: